



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 01/19/2015	Employee Requisition Number ER-15108	JOB OPPORTUNITY	
Title/Position: MULTIMEDIA SPECIALIST			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: LANGUAGE REVITALIZATION	Location: Okmulgee	Location Code: 107	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Coordinates and performs a broad range of technical functions connected to the production design, setup and implementation audio dictionary, digital stories and books of the language and use of media equipment, production of language dvd, cd's. Maintains and updates website and facebook, familiar with ipad, ipods, creates applications for language, directs and coordinates activities of designated projects to ensure that goal or objectives of projects are accomplished within prescribed time frame for performing the following duties. Knowledge of modern technology, updates and assist staff with training.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Reviews multi-media projects and software to determine which software meets the needs for language documentation and preservation. Coordinates activities electronically with software companies, IT department and communications Department as needed. 2. Responsible for converting current language information to wave, mp3 files and other files for teaching and additional preservation instructions. 3. Must be willing to learn new software to create animated dvds, digital stories, workbooks, and use recording software. 4. Implementation of online and/or distance learning communications setup or have basic knowledge. 5. Confers with project personnel to provide technical advice and to resolve problems. 6. Must be able to work with assigned technical projects with minimum supervision. 7. Must be able to work as a team member on a daily basis with staff. 8. Must be willing to become familiar with language documentation and attend workshops/events/ and other activities as assigned. 9. Promoting the Language through the use of modern technology. 10. Provide written and oral reports to the Program Manager.
Minimum Requirements:	Associates Degree in Computer Systems or (2) two years computer experience in visual and audio, creating animation characters, creating software applications.
Preferred Requirements:	Bachelors Degree – Computers. Computer knowledge of language



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	software, familiar with Audacity, ILLAN, Studyblue, Facebook, Adobe, Flex, Animation, and additional language preservation software. Audio conversion of files, implementing new applications, distance learning setup.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.

☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:



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The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.